

[LIBRARY LETTERHEAD]

VOLUNTEER POLICY

Purpose

The [LIBRARY NAME] recognizes that volunteers can provide a valuable service to the library. Therefore, the [LIBRARY NAME] has adopted this Volunteer Policy to outline the expectations and guidelines for library volunteers.

A “volunteer” is defined as anyone who has applied and is selected to perform tasks constituting civic and/or charitable functions without expectation and/or provision of compensation and without benefits for their time and service.

Guidelines

Although the activities of library volunteers are governed by all library policies and procedures, volunteers are not to be utilized to replace library staff.

- Those seeking to volunteer will submit a completed Library Volunteer Application to the Director.
- Minors under the age of 17 seeking to volunteer must have a guardian sign their Volunteer Application.
- Volunteers will receive an orientation prior to starting.
- Volunteers are assigned tasks based on the needs of the library and that are within their individual capabilities.
- Volunteer hours are to be during the regular operating hours of the library, not before or after, unless there is a special event outside of the regular operating hours and/or pre-approved by the Director.
- Volunteers are never permitted to be inside the library without library staff.
- Volunteers are not permitted to field reference inquiries or perform tasks that are assigned to staff.
- Volunteers will respect the confidential information held in the library including, but not limited to, patron names, addresses, phone numbers, and loan requests.
- Volunteers are recognized as representatives of the library and are expected to follow the same rules of conduct as library staff and patrons.

Volunteers will have a workplace free of discrimination and harassment. Mutual courtesy and respect will be displayed between all library staff, volunteers, and patrons.

Community Service

A person wishing to volunteer at the library temporarily as part of a requirement for school, a scouting organization, or other group must seek permission from the Director to complete service hours at the [LIBRARY NAME]. At the conclusion of the service hours, all necessary paperwork must be presented to the Director to complete.

Ongoing Use Evaluation

The Volunteer Policy will be periodically evaluated by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding [LIBRARY NAME]'s volunteers or Volunteer Policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020